

Notice No.: 02-008
Date: August 30, 2002
Applies to: All Education Employers
Subject: Member Annual Statements and Sequencing Information

Member annual statements

In early November, the Department of Retirement Systems (DRS) will provide you with annual statements for active members of the Teachers' Retirement System (TRS), Public Employees' Retirement System (PERS), and School Employees' Retirement System (SERS). The annual statements incorporate members' individual account information with details about the system and plan, and how a benefit is calculated at retirement. As in previous years, we appreciate your help in distributing the statements to your employees.

The following account information appears on the annual statement:

- Service credit information for 2001–02.
- Total service credit. The TRS Plan 1 members' retirement contributions posted by DRS from July 1, 2001 through June 30, 2002, which generally corresponds to contributions for the transmittal reporting periods from June 2001 through May 2002.
- The PERS Plan 1 and SERS/TRS Plan 2 members' retirement contributions posted by DRS from September 1, 2001 through August 31, 2002, which generally corresponds to contributions for the transmittal reporting periods from August 2001 through July 2002.
- Total contributions and accumulated interest in members' accounts.
- Plan 3 members will receive service credit information only. Plan 3 retirement contribution information is reported to members quarterly by ICMA Retirement Corporation.

How to determine sequencing

The sequence control number determines sequencing. We will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers or no control numbers will be sorted alphabetically by last name.

Note: If you furnished us with your sequencing control number last year, the same number will be used again this year unless you provide us with a new number.

To add or update the sequence control number, you may use one of the following methods:

- **Transmittal Reporting:** You may enter your sequencing information on the Employment Information Record in the Control No. Field and Organization Display Field. Please refer to Chapter 8 of the *DRS Employer Handbook* for instructions. All updates of sequencing information processed by **October 25, 2002** will be used.
- **Diskette:** Prepare a 3.5" diskette according to the specifications in Chapter 8.

If you use a diskette, please forward the attached request form to your information services staff or service bureau to assist them in creating the diskette. The request form and the diskette must reach DRS by **October 4, 2002**.

Questions?

If you have questions regarding the information in this Notice, please contact Employer Support Services (ESS) at (360) 664-7200 or call toll-free at 1-800-547-6657. If you have not received the statements by November 30, 2002, you should also contact ESS. A member who has not received a statement, should contact DRS Retirement Services Division at (360) 664-7000 or 1-800-547-6657.

This Notice can be accessed on the DRS Web site at: www.wa.gov/drs/employer/index.htm

Dave Nelsen
Employer Support Services Manager

**REQUEST TO HAVE MEMBERS' ANNUAL STATEMENTS RUN IN EMPLOYEE
CONTROL NUMBER SEQUENCE**

You must provide all the information requested before DRS can process your request.

Employer Reporting Group Number(s): _____

Employer Name: _____

Telephone No.: (_____) _____ -- _____

Contact Name: _____

To run member statements in employee control number sequence, the diskette must meet the specifications described in Chapter 8 of the DRS Employer Handbook and must reach DRS by **October 4, 2002.**

() Diskette

Mail this form and the diskette by **October 1, 2002**, to the following address:

Employer Support Services
Department of Retirement Systems
P.O. Box 48380
Olympia, WA 98504-8380